

CAPITAL OUTLAY REQUEST FORM

DEPARTMENT: Finance
DIVISION: Utility Billing
PRIORITY: 1

REQUEST: Replacement of pickup
ESTIMATED COST: \$24,000
TRADE-IN: Yes (Unit 226)

JUSTIFICATION/COMMENTS:

The utility billing is on a one vehicle per year replacement schedule. By the end of its four year life our vehicles typically have 80-100,000 miles. The request has been reviewed by Steve Stewart.

CAPITAL OUTLAY REQUEST FORM

DEPARTMENT: Finance

DIVISION: Utility Billing

PRIORITY: 2

REQUEST: Replacement of payment processor sorting tray

ESTIMATED COST: \$10,000

TRADE-IN: No

JUSTIFICATION/COMMENTS:

The utility billing division has been processing payments in-house for two years. The number of payments we process is near the systems design capability. In 2005, at least part of the system will likely need to be replaced because of higher than acceptable down time for repairs. Over 80% of the utility payments are processed on this machine.